



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	8-22-2007
Subchapter:	1	Forms	
Issuance:	5.2m	<b>CP&amp;P Form 5-2m, Resource Family Home Recommendation</b>	

Click here to view or print the CP&P Form [5-2m](#), Resource Family Home Recommendation.

### WHEN TO USE IT

This form is used by the CP&P Resource Family Support Unit or Contract Agency as a cover sheet when submitting the resource family home study packet to the Office of Licensing (OOL) to convey the recommendation for licensing a home to provide resource family care.

### HOW TO USE IT

Complete this form in the NJ SPIRIT application, by accessing it through the NJ SPIRIT Desktop > Create Resource Work > Forms.

Only complete this template outside of the NJ SPIRIT application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ SPIRIT when the application becomes available.

Contract Agency staff complete the paper version of the CP&P Form [5-2m](#).

Go to the NJ SPIRIT desktop for form instructions

### TIPS FOR COMPLETING THE FORM

Information in Section II, About the Resource Family Applicant, may contain pre-filled information from the Resource Window > Members Tab and Address Tab. Please be sure that this section is complete and has current information. You can edit this form and enter new information if needed.

Resource ID # prefills from the resource home record.

In Section VII, enter "Comments" regarding the recommendation of the resource family home for licensure and, if applicable, the recommendation for a CP&P capacity limit (per policy).

**DISTRIBUTION**

Original	-	Office of Licensing (with signatures)
Copy	-	File in resource family home record.
Electronic Copy	-	NJ SPIRIT resource record, Forms icon